

Position Title: Facilities Technician

Statement of Duties

Under the supervision of the Director of Facilities and Operations, skilled trades position with responsibility for skilled manual tasks in the maintenance of the Biomass Plant, the Department of Corrections, the Nursing Home, Newport facilities and other County buildings and grounds in Unity and Newport.

Position Functions

- Perform a variety of skilled tasks such as welding, heating plant maintenance, wood chip inventory and delivery, painting, caulking, sheet rock repair, carpentry and maintenance work.
- Work with and supervise Department of Corrections inmates on a variety of work details focused primarily on grounds and fields maintenance, snow and ice removal, biomass cleaning and forest maintenance.
- Change air-conditioner filters and clean refrigeration units; clean and maintain boiler rooms, furnaces and garages; repair and replace building components and fixtures as needed.
- Make repairs to pavement, gutters, curbs, drains, culverts and other structures; set forms, mix concrete, and perform cement work.
- Repair mowers and other mechanical equipment; operate cutting equipment; repair motor vehicles; install computer equipment and telephone cables.
- Perform winter maintenance such as snow plowing, salting and sanding as necessary using trucks or tractor; remove snow and ice from sidewalks and steps; mow, trim and edge lawns. Cuts trees and maintains shrubs. Maintain grounds around County buildings.
- Supports Natural Resources in the care and maintenance of County lands including fields and roads management, planting, trash removal, composting, landscaping and forest management.

- Respond to emergency situations, such as generator maintenance in power outages, storm cleanup, opening or closing buildings, repairing plumbing emergencies, etc..
- Performs any other related duties requested by the Supervisor.

Minimum Qualifications

A candidate for this position should have a high school diploma or equivalent and must be able to read, write and make arithmetical computations. The candidate will preferably have two (2) years previous experience in a similar Facilities Technician role with a good knowledge of maintenance procedures. The candidate must be able to demonstrate possession of the required knowledge, skills and abilities to perform the work. Possession of a valid motor vehicle operator's license issued by the State of New Hampshire or the State of Vermont is required or in the case of recent move to the area, be able to get a valid driver's license within 60 days of employment. A candidate may be required to be on call for weekends, evenings and nights.

A candidate should have considerable knowledge of methods, materials and equipment used in maintenance work; must be able to understand and follow oral and written instructions; to perform electrical wiring, plumbing, motor equipment operating, painting, plastering and other maintenance tasks; to operate trucks; to establish and maintain harmonious relationships with others, such as the general public, co-workers, and other department personnel; to carry out details of work without close supervision; and to communicate effectively with others, both orally and in writing.

Physical & Mental Requirements

The incumbent works in a loud noise setting, with exposure to outdoor weather conditions, high places, and toxic or caustic chemicals, risk of electric shock and mechanical moving parts. There is some risk of personal injury if care is not exercised in the operation and repair of equipment. Physical demands generally involve climbing or balancing, stooping, kneeling, crouching or crawling and standing, walking, talking or listening/hearing, use of hands, and reaching with hands and arms. Frequently weight is lifted or force exerted up to 10 lbs.; occasionally weight is lifted or force exerted up to 60 lbs.; seldom is weight lifted or force exerted up to 100 lbs. There are normal vision requirements for this position. Equipment used includes light trucks, automobile, heavy and light equipment, pneumatic tools, medical equipment, power and hand tools.

Job Environment

Most maintenance duties become routine and repetitive within a reasonable time following appointment. Incumbent is required to follow standard procedures and accepted practices. Normally, the sequence of steps to be followed is within the decision-making of the incumbent unless the supervisor directs otherwise. Employees need to exercise good judgment due to the safety considerations in working with electrical wiring, plumbing, motor equipment operating, painting, plastering working with inmates and our long term care residents, as well as other maintenance tasks.

Errors made could result in personal injury or injury to other employees, inmates or our long term care residents.

The incumbent has occasional contact with the public while performing their duties throughout the county buildings and while ordering of parts. Other contacts are minimal, and generally are with other county or town employees. Contacts occur in person and through use of the telephone or computer.

Supervision

Incumbent works under the general supervision, but performs most duties with a high degree of independence after becoming knowledgeable and skillful with daily routine. Incumbent is held accountable for results of work performed. Supervision is mainly in the form of face-to-face meetings with supervisor, and the supervisor's observations of tasks completed by incumbent. Incumbent must report all new or unusual conditions and situations to supervisor. Work is reviewed for accuracy and compliance with instructions. Work volume is predictable, subject only to seasonal changes and can generally be anticipated. Incumbent generally works normal business hours but may on occasion be required to work outside normal business hours; and works on weekends, as required. The incumbent has no access to confidential information. The incumbent has the responsibility to supervise inmates and communicate any concerns to their supervisor and the Department of Corrections management.

I have read and understand this Job Description.

Signature of Employee

Date

Witnessed

Date